



County of Greene, Missouri

Employment Vacancy Announcement

10/19/2015

Assessor

Systems Administrator

Full-Time / Annual Salary: 47,049.60

The Greene County Assessor's Office is seeking a qualified individual to plan, develop, test, implement and maintain the CAMA system and related systems for the Greene County Assessor's Office. Coordinates activities with the CAMA vendor, Greene County Information Systems Department, Appraisal Coordinator and the residential and commercial appraisal staff. Responsible for the design, development, installation and maintenance of analytical systems pertaining to the valuation of vacant land and improved properties. The work is performed under the direction of the Assessor.

Essential Duties and Responsibilities:

Responsible for the design and control of the use of the Assessment Department data resources. This is an especially complex task demanding a high level of expertise, education, technical skill and responsibility. Provides analysis of the interrelationships of data usage and definition of physical data structures and logical views of the data elements: customizes, creates, maintains and improves complex data structures and procedures to ensure data security, and eliminate data redundancy. Advises, assists and performs the most difficult unit work, and serves as a resource to line staff on highly complex and technical problems; resolves the most difficult issues with the public, government agencies, other County departments and private sector organizations. Works with Assessment Department's management and supervisors in customizing the software to meet the various needs and requirements. Provides strategic development support to the Assessor Department's mission and infrastructure, in order to maximize and/or improve the efficiency and effectiveness of service delivery to the public. Overseeing the assigned sections of the Assessor's office and developing policies and procedures. Confers with city officials, other city departments, governmental agencies, professional organizations and individuals regarding assessment matters. Oversees department record-keeping activities, including assuring compliance with MO statutes for records retention. Serves on boards as directed by the Assessor. Evaluates existing organizational and personnel utilization, work methods, and procedures regarding appraisal and assessment practices; evaluate and recommend modifications in workload distribution and operating procedures to improve operational effectiveness; establish work standards and plans and directs implementation of new procedures. Develop management reports related to the effective operations of assigned sections including technology, staffing, equipment, facility's needs, and forecasted requirements. Performs special research projects as necessary; acts as lead person or project leader. Reviews the work of subordinates and provides assistance in gathering, recording, and analyzing audit and appraisal data. Supervises the maintenance of district assessment maps and assessment rolls; collect, tabulate, record, and analyze data relative to land costs and building materials. Plans, develops and oversees implementation of significant new technologies in order to maximize efforts and/or increase the efficiency of County Department staff, and enhance the impact of provided services to the County Department's constituents. Provides appraisal information to the public. Performs miscellaneous tasks and projects as required.

Minimum Experience and Training Qualifications:

Bachelor's degree in Statistics, Real Estate, Computer or related field; three years income/market modeling and statistical analysis; five years experience in the appraisal of commercial real estate or field of responsibility; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Two years of management or related experience. A valid Missouri Driver's License is required.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

Special Requirements:

All candidates for the Systems Administrator position must pass a post-offer background check.

How to apply:

Interested individuals MUST submit a completed application to Human Resources, 940 N. Boonville Ave., Room 314, Springfield, MO 65802, or fax to 417.868.4811. Incomplete applications will not be given consideration. Deadline to Apply: November 19, 2015

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.